Inspections, Licenses and Permits Department Narrative

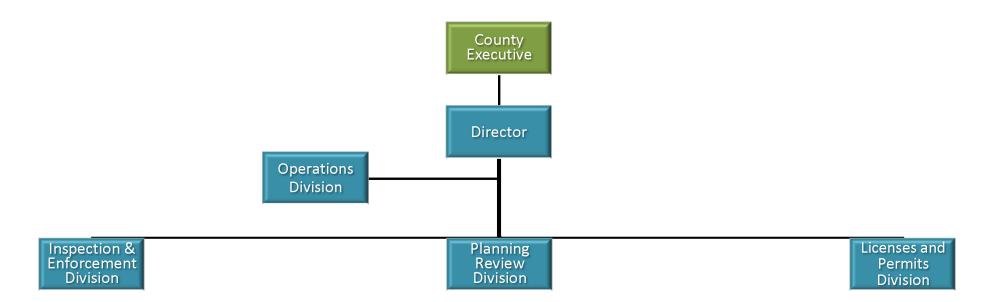
Department Description:

The Department of Inspections, Licenses and Permits is responsible for the approval and issuance of various permits and licenses and the enforcement of County building codes and standards. These include but are not limited to the Building, Mechanical, Plumbing, Electrical, Sign and Property Maintenance Codes. The department inspects and licenses rental housing properties, mobile home parks and taxi drivers in addition to animal licensing. It is responsible for staff duties associated with the Plumbing Advisory Board and the Board of Electrical Examiners. The Department is organized into four divisions: Operations, Inspections & Enforcement, Plan Review, and Licenses and Permits.

Outlook: (What is new or different about this years budget?)

This is a continuation budget

Inspections, Licenses and Permits Department Organizational Chart



Inspections, Licenses and Permits Department Personnel Summary			
Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1306 - ASSISTANT ADMINISTRATOR	GM	1.00	1.00
1405 - ADMIN SUPPORT TECHNICIAN I	GD	1.00	1.00
1407 - ADMINISTRATIVE SUPPORT TECHNICIAN II	GE	1.00	1.00
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	2.00	2.00
1411 - ADMINISTRATIVE AIDE	GG	1.00	1.00
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	1.00
3105 - ENGINEERING SUPPORT TECH II	GI	1.00	1.00
3111 - ENGINEERING SPECIALIST I	GK	6.00	6.00
3112 - ENGINEERING SPECIALIST II	GL	2.00	2.00
3114 - ENGINEERING SPECIALIST III	GM	1.00	1.00
3117 - ENGINEERING MANAGER I	GN	1.00	1.00
3301 - REGULATION SUPPORT TECH I	GE	3.00	3.00
3303 - REGULATION SUPPORT TECH II	GG	9.00	9.00
3305 - REGULATION INSPECTOR I	GH	4.00	0.00
3306 - REGULATION INSPECTOR II	GI	24.00	28.00
3309 - REGULATION SUPERVISOR	GJ	5.00	5.00
3313 - REGULATION MANAGER	GL	1.00	1.00
3317 - DIRECTOR, INSPECTIONS, LICENSES & PERMITS	GP	1.00	1.00
4209 - TECHNICAL SERVICES SUPPORT SPEC II	GJ	1.00	1.00
SBFS Total		66.00	66.00

Inspections, Licenses and Permits Department Expenditure Detail

01 - General Fund						
	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
340000000 - Administration		. при от от			+ • · · · · · · · · · · · · · · · · · ·	/o e.i.a.i.ge
50 - Personnel Costs Total	618,958	654,025	657,183	662,441	8,416	1.29%
51 - Contractual Services Total	1,103,633	1,253,295	1,283,506	1,258,485	5,190	0.41%
52 - Supplies and Materials Total	58,876	11,000	42,000	25,500	14,500	131.82%
53 - Capital Outlay Total	44,400	0	0	0	0	N/A
58 - Expense Other Total	163,017	182,857	182,857	200,657	17,800	9.73%
340000000 - Administration Total	1,988,884	2,101,177	2,165,546	2,147,083	45,906	2.18%
3410000000 - Enforcement						
50 - Personnel Costs Total	3,225,665	3,698,513	3,495,896	3,624,552	-73,961	-2.00%
51 - Contractual Services Total	37,093	37,777	37,777	37,324	-453	-1.20%
52 - Supplies and Materials Total	14,874	5,300	5,300	13,425	8,125	153.30%
3410000000 - Enforcement Total	3,277,632	3,741,590	3,538,973	3,675,301	-66,289	-1.77%
3420000000 - Plan Review						
50 - Personnel Costs Total	1,304,953	1,436,962	1,388,296	1,401,186	-35,776	-2.49%
51 - Contractual Services Total	369	2,660	2,660	2,695	35	1.32%
52 - Supplies and Materials Total	1,688	1,700	1,700	1,700	0	0.00%
3420000000 - Plan Review Total	1,307,010	1,441,322	1,392,656	1,405,581	-35,741	-2.48%
3430000000 - License & Permits						
50 - Personnel Costs Total	715,788	769,055	734,796	836,752	67,697	8.80%
51 - Contractual Services Total	7,230	8,000	7,999	8,000	0	0.00%
52 - Supplies and Materials Total	5,300	5,500	5,500	5,500	0	0.00%
3430000000 - License & Permits Total	728,318	782,555	748,296	850,252	67,697	8.65%
01 - General Fund Total	7,301,844	8,066,644	7,845,470	8,078,217	11,573	0.14%
3400 - Department of Licenses Inspections and Permit Total	7,301,844	8,066,644	7,845,470	8,078,217	11,573	0.14%

Inspections, Licenses and Permits Division Detail

Division Narrative: 340000000 - Administration

Fund: General Fund

Narrative:

The Operations Division is responsible for functional oversight, general administrative support including policy coordination, budget preparation and administration, department expenditures, legislative coordination, human resource management, database administration, IT coordination and statistical data reporting.

Inspections, Licenses and Permits Division Detail

Divison Personnel Summary : 3400000000 - Administration

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1306 - ASSISTANT ADMINISTRATOR	GM	1.00	1.00
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	1.00	1.00
1411 - ADMINISTRATIVE AIDE	GG	1.00	1.00
3317 - DIRECTOR, INSPECTIONS, LICENSES & PERMITS	GP	1.00	1.00
4209 - TECHNICAL SERVICES SUPPORT SPEC II	GJ	1.00	1.00
Total Positions		5.00	5.00

Inspections, Licenses and Permits Division Detail

Division Expenditure Detail : 3400000000 - Administration

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
0000000 - General Fund						
nded Program : 999999999999999999900 - Administration						
500100 - Salary-Regular	424,172	443,695	449,020	454,626	10,931	2.46%
500900 - Salary-Overtime	145	0	2,250	2,250	2,250	N/A
Overtime for Permit processing after hours and admninistrative st	upport during inclement	t weather events				
501100 - Benefits-FICA	30,239	32,236	27,772	33,304	1,068	3.31%
501300 - Benefits-Health Insurance	62,500	71,875	71,875	69,750	-2,125	-2.96%
501500 - Benefits-Retirement	52,262	55,019	55,066	52,282	-2,737	-4.97%
501700 - Benefits-Workers Compensation	49,640	51,200	51,200	50,229	-971	-1.90%
50 - Personnel Costs Total	618,958	654,025	657,183	662,441	8,416	1.29%
510200 - Telecommunications Wired	29,887	25,813	25,813	25,752	-61	-0.24%
510210 - Telecommunications Wireless	30,932	15,445	15,445	20,880	5,435	35.19%
AVL Monthly Charges \$1,740 X 12 months = \$20,880					,	
510300 - Printing	3,430	5,500	5,500	5,500	0	0.00%
Informative pamphlets, Ho Co DILP printed envelopes, Letter hea	nd paper					
510500 - Copier Charges	5,017	5,895	5,895	5,466	-429	-7.28%
511300 - Office Equipment Maintenance	0	13,200	13,200	14,500	1,300	9.85%
LKA Annual Scanner Service and Maintenance Contract						
511310 - Radio Maintenance	8,713	5,919	5,919	5,181	-738	-12.47%
511500 - Industrial & InstitutionI Eq Maintenance	10,602	35,000	35,000	35,000	0	0.00%
\$35k Selectron IVR Server Service and Maintenance Contract						
511900 - Software Maintenance	191,303	277,243	277,243	277,243	0	0.00%
\$225k Accela Permitting, Inspection & Remote Office System And GIS \$4,744.80, Land Mgmt. \$15,832.80, Licensing & Case Mgmt			ck software license p	ourchase Accela		
513100 - Mileage	105	500	500	500	0	0.00%
Payable to engineers for travel using personal vehicles to meeting	gs, seminars, conferenc	ces.				
513110 - Ground Transportation	30	0	1,000	1,000	1,000	N/A
513200 - Lodging	447	1,000	3,463	4,000	3,000	300.00%
Out of town MACo Conference, ICC seminars, MBOA Conference	9					
513300 - Meals	0	500	500	500	0	0.00%

Inspections, Licenses and Permits Division Detail

Division Expenditure Detail: 340000000 - Administration

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
100000000 - General Fund						
Funded Program : 9999999999999999999 - Administration						
513500 - Conferences & Seminar Fees	3,431	3,400	3,400	3,400	0	0.00%
513900 - Other Travel Expenses	1,453	1,000	1,000	1,000	0	0.00%
514700 - Data Processing Services	446,444	548,700	548,700	512,888	-35,812	-6.53%
515780 - Construction Site Work	25,392	0	0	0	0	N/A
515900 - Other Contractual Services	320,530	284,700	311,448	317,720	33,020	11.60%
PKW Consultant (1040hrs X \$93/hr= \$96,720), Govolution Consultant \$35,000	PCI compliance provider (\$15	5,500 X 12months = \$	186,000), Razavi Imp	olementation		
515950 - Training Services	1,352	4,500	4,500	4,500	0	0.00%
516820 - Association & Membership Dues	2,885	4,000	4,000	4,000	0	0.00%
517200 - Vehicle Insurance	19,400	19,400	19,400	17,539	-1,861	-9.59%
517300 - Building & Contents Insurance	300	380	380	399	19	5.00%
517500 - General Liability Insurance	1,980	1,200	1,200	1,517	317	26.42%
51 - Contractual Services Total	1,103,633	1,253,295	1,283,506	1,258,485	5,190	0.41%
520100 - Office Supplies	20,438	6,500	15,000	15,000	8,500	130.77%
520200 - Data Processing Equipment & Supplies	34,335	0	0	2,500	2,500	N/A
Replacement laser printer						
520300 - Educational Supplies & Materials	613	0	0	0	0	N/A
520350 - Textbooks	2,318	0	22,500	3,500	3,500	N/A
Update ICC and BOCA Books for 2018						
520900 - Safety Equipment & Supplies	587	2,000	2,000	2,000	0	0.00%
521400 - Subscriptions & Publications	585	2,000	2,000	2,000	0	0.00%
521700 - Kitchen Supplies	0	500	500	500	0	0.00%
52 - Supplies and Materials Total	58,876	11,000	42,000	25,500	14,500	131.82%
530560 - Capital Outlay-Vehicles	44,400	0	0	0	0	N/A
53 - Capital Outlay Total	44,400	0	0	0	0	N/A
581050 - Direct Cost Conversion-Vehicle Charges	97,559	114,642	114,642	144,731	30,089	26.25%

Inspections, Licenses and Permits Division Detail

Division Expenditure Detail: 340000000 - Administration

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
1000000000 - General Fund						
Funded Program : 99999999999999999900 - Administration						
581059 - Direct Cost Conversion-GIS	65,458	68,215	68,215	55,926	-12,289	-18.02%
58 - Expense Other Total	163,017	182,857	182,857	200,657	17,800	9.73%
99999999999999999900 - Administration Total	1,988,884	2,101,177	2,165,546	2,147,083	45,906	2.18%
100000000 - General Fund Total	1,988,884	2,101,177	2,165,546	2,147,083	45,906	2.18%
340000000 - Administration Total	1,988,884	2,101,177	2,165,546	2,147,083	45,906	2.18%

Inspections, Licenses and Permits Division Detail

Division Narrative: 3410000000 - Enforcement

Fund: General Fund

Narrative:

The Inspections and Enforcement Division is responsible for assuring compliance with adopted codes and standards through the inspection process. This includes: building construction and site inspections for code compliance relevant to fire protection systems, buildings and life safety, disabilities accessibility, and other regulatory standards; inspection of mechanical, plumbing, gas, HVAC and electrical systems for compliance with related codes and regulations; and inspection of rental housing, mobile home parks, and signs for compliance and enforcement of applicable codes and standards. Taxi vehicles are also inspected. The Division also initiates and investigates complaints relating to these areas of concern, especially rental housing, signs, and buildings.

Inspections, Licenses and Permits Division Detail

Divison Personnel Summary: 3410000000 - Enforcement

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1405 - ADMIN SUPPORT TECHNICIAN I	GD	1.00	1.00
1407 - ADMINISTRATIVE SUPPORT TECHNICIAN II	GE	1.00	1.00
1413 - ADMINISTRATIVE ASSISTANT	GI	1.00	1.00
3303 - REGULATION SUPPORT TECH II	GG	2.00	2.00
3305 - REGULATION INSPECTOR I	GH	4.00	0.00
3306 - REGULATION INSPECTOR II	GI	24.00	28.00
3309 - REGULATION SUPERVISOR	GJ	4.00	4.00
3313 - REGULATION MANAGER	GL	1.00	1.00
Total Positions		38.00	38.00

Inspections, Licenses and Permits Division Detail

Division Expenditure Detail : 3410000000 - Enforcement

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
0000000 - General Fund				•		
ded Program : 999999999999999999900 - Administration						
500100 - Salary-Regular	2,320,122	2,577,731	2,485,236	2,590,785	13,054	0.519
500190 - Salary-Other	0	46,592	0	0	-46,592	-100.009
500900 - Salary-Overtime	68	7,000	7,000	7,000	0	0.009
Overtime to account for weekend and potential emergency respon	se situations.				,	
501100 - Benefits-FICA	174,945	201,300	184,373	198,727	-2,573	-1.28%
501300 - Benefits-Health Insurance	462,500	546,250	546,250	530,100	-16,150	-2.96%
501500 - Benefits-Retirement	267,847	319,640	273,037	297,940	-21,700	-6.79%
501700 - Benefits-Workers Compensation	183	0	0	0	0	N/A
50 - Personnel Costs Total	3,225,665	3,698,513	3,495,896	3,624,552	-73,961	-2.00%
510200 - Telecommunications Wired	23,770	17,208	17,208	17,168	-40	-0.23%
510300 - Printing	6,780	8,000	8,000	8,000	0	0.00%
510500 - Copier Charges	5,077	5,684	5,684	5,271	-413	-7.27%
511500 - Industrial & InstitutionI Eq Maintenance	591	1,000	1,000	1,000	0	0.009
513100 - Mileage	64	500	500	500	0	0.00%
513500 - Conferences & Seminar Fees	725	2,040	2,040	2,040	0	0.00%
513900 - Other Travel Expenses	66	0	0	0	0	N/A
515900 - Other Contractual Services	20	0	0	0	0	N/A
516820 - Association & Membership Dues	0	3,345	3,345	3,345	0	0.00%
51 - Contractual Services Total	37,093	37,777	37,777	37,324	-453	-1.20%
520100 - Office Supplies	10,019	0	0	5,000	5,000	N/A
Paper, laser printer cartridges, pens, pencils, drafting supplies						
520300 - Educational Supplies & Materials	1,191	0	0	0	0	N/A
520350 - Textbooks	773	1,000	1,000	1,000	0	0.00%
520930 - Fire Protection Equipment & Supplies	2,791	3,500	3,500	4,000	500	14.29%
Safety equipment						
521550 - Clothing Uniforms & Related Items	0	0	0	2,625	2,625	N/A

Inspections, Licenses and Permits Division Detail

Division Expenditure Detail: 3410000000 - Enforcement

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
1000000000 - General Fund						
Funded Program : 99999999999999999900 - Administration						
521730 - Hardware & Related Supplies	100	800	800	800	0	0.00%
Hard hats, safety boots, rain gear,						
52 - Supplies and Materials Total	14,874	5,300	5,300	13,425	8,125	153.30%
99999999999999999900 - Administration Total	3,277,632	3,741,590	3,538,973	3,675,301	-66,289	-1.77%
1000000000 - General Fund Total	3,277,632	3,741,590	3,538,973	3,675,301	-66,289	-1.77%
3410000000 - Enforcement Total	3,277,632	3,741,590	3,538,973	3,675,301	-66,289	-1.77%

Inspections, Licenses and Permits Division Detail

Division Narrative: 3420000000 - Plan Review

Fund: General Fund

Narrative:

The Plan Review Division is responsible for assuring compliance with adopted codes and standards through the review and approval of design and construction plans and specifications. This includes review for code compliance of building structural and life safety design, fire protection, plumbing, HVAC, and electrical systems, energy conservation, handicapped accessibility, and other relevant matters pertaining to building design and construction. Technical assistance is provided on an ongoing basis to engineers, architects, contractors and the general public. The Division assists other departments and provides technical assistance in the review of proposed County capital projects for effective and economical code compliance.

Inspections, Licenses and Permits Division Detail

Divison Personnel Summary: 3420000000 - Plan Review

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
1409 - ADMINISTRATIVE SUPPORT TECHNICIAN III	GF	1.00	1.00
3105 - ENGINEERING SUPPORT TECH II	GI	1.00	1.00
3111 - ENGINEERING SPECIALIST I	GK	6.00	6.00
3112 - ENGINEERING SPECIALIST II	GL	2.00	2.00
3114 - ENGINEERING SPECIALIST III	GM	1.00	1.00
3117 - ENGINEERING MANAGER I	GN	1.00	1.00
Total Positions		12.00	12.00

Inspections, Licenses and Permits Division Detail

Division Expenditure Detail: 3420000000 - Plan Review

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
100000000 - General Fund						
Funded Program : 99999999999999999900 - Administration						
500100 - Salary-Regular	973,719	1,053,278	1,023,013	1,047,196	-6,082	-0.58%
500900 - Salary-Overtime	0	0	355	0	0	N/A
501100 - Benefits-FICA	73,151	80,576	77,532	80,112	-464	-0.58%
501300 - Benefits-Health Insurance	150,000	172,500	172,500	153,450	-19,050	-11.04%
501500 - Benefits-Retirement	108,083	130,608	114,896	120,428	-10,180	-7.79%
50 - Personnel Costs Total	1,304,953	1,436,962	1,388,296	1,401,186	-35,776	-2.49%
510300 - Printing	0	500	500	500	0	0.00%
513100 - Mileage	0	500	500	500	0	0.00%
513110 - Ground Transportation	35	800	600	800	0	0.00%
513200 - Lodging	199	800	0	800	0	0.00%
513300 - Meals	26	60	0	60	0	0.00%
513500 - Conferences & Seminar Fees	0	0	35	35	35	N/A
513900 - Other Travel Expenses	109	0	55	0	0	N/A
516820 - Association & Membership Dues	0	0	970	0	0	N/A
51 - Contractual Services Total	369	2,660	2,660	2,695	35	1.32%
520100 - Office Supplies	1,104	700	700	700	0	0.00%
520300 - Educational Supplies & Materials	275	0	0	0	0	N/A
520350 - Textbooks	309	1,000	1,000	1,000	0	0.00%
52 - Supplies and Materials Total	1,688	1,700	1,700	1,700	0	0.00%
9999999999999999999 - Administration Total	1,307,010	1,441,322	1,392,656	1,405,581	-35,741	-2.48%
100000000 - General Fund Total	1,307,010	1,441,322	1,392,656	1,405,581	-35,741	-2.48%
3420000000 - Plan Review Total	1,307,010	1,441,322	1,392,656	1,405,581	-35,741	-2.48%

Inspections, Licenses and Permits Division Detail

Division Narrative: 3430000000 - License & Permits

Fund: General Fund

Narrative:

The Licenses and Permits Division is responsible for issuance of building, fire protection, HVAC, plumbing, electrical and grading permits. They also process and issue electrical licenses, rental housing licenses and occupancy certificates. The Division is responsible for the collection of all new residential water/sewer in-aid fees. Additionally, the Licenses and Permits Division processes animal license applications and renewal notices, taxicab driver licenses, taxi vehicle permits and certificates for taxi companies to operate as well as pawnbroker licenses. Concert and mobile home park permits are also processed and issued. This division also manages records and related retention schedules and information requests.

Inspections, Licenses and Permits Division Detail

Divison Personnel Summary : 3430000000 - License & Permits

Classification	Grade	FY 2018 Authorized	FY 2019 Proposed
3301 - REGULATION SUPPORT TECH I	GE	3.00	3.00
3303 - REGULATION SUPPORT TECH II	GG	7.00	7.00
3309 - REGULATION SUPERVISOR	GJ	1.00	1.00
Total Positions		11.00	11.00

Inspections, Licenses and Permits Division Detail

Division Expenditure Detail : 3430000000 - License & Permits

	FY 2017 Actual	FY 2018 Approved	FY 2018 Estimate	FY 2019 Proposed	\$ Change	% Change
100000000 - General Fund						
Funded Program : 99999999999999999900 - Administration						
500100 - Salary-Regular	480,579	506,880	481,598	523,773	16,893	3.33%
500190 - Salary-Other	0	15,600	0	40,320	24,720	158.46%
Contingent Shari Logan: 24hrs/week X 48 weeks X \$35/hr = \$40, duties of a issuing permits and licenses.	320, This position has l	been upgraded due to	the expertise require	ed to perform the		
500900 - Salary-Overtime	11,513	0	14,698	14,698	14,698	N/A
Permit Techs O/T to avoid permit backlogs				'		
501100 - Benefits-FICA	36,938	39,971	38,514	44,278	4,307	10.78%
501300 - Benefits-Health Insurance	137,500	143,750	143,750	153,450	9,700	6.75%
501500 - Benefits-Retirement	49,258	62,854	56,237	60,233	-2,621	-4.17%
50 - Personnel Costs Total	715,788	769,055	734,796	836,752	67,697	8.80%
510300 - Printing	7,230	8,000	7,721	8,000	0	0.00%
513110 - Ground Transportation	0	0	38	0	0	N/A
513900 - Other Travel Expenses	0	0	240	0	0	N/A
51 - Contractual Services Total	7,230	8,000	7,999	8,000	0	0.00%
520100 - Office Supplies	4,202	5,500	5,500	5,500	0	0.00%
520300 - Educational Supplies & Materials	1,098	0	0	0	0	N/A
52 - Supplies and Materials Total	5,300	5,500	5,500	5,500	0	0.00%
999999999999999999900 - Administration Total	728,318	782,555	748,296	850,252	67,697	8.65%
1000000000 - General Fund Total	728,318	782,555	748,296	850,252	67,697	8.65%
3430000000 - License & Permits Total	728,318	782,555	748,296	850,252	67,697	8.65%